

Use prescribed by NIH Manual 26101-25-2.

Use this form to: (1) Transfer property between custodial areas, (2) Transfer property to and from Property Utilization Section (Custodial Area 09340), (3) Report fabrication of new property.

Transferred From		Transferred To	
Contact's Name	ICD	Contact's Name	ICD
Phone No.	Building/Room	Phone No.	Building/Room
CAN	Custodial Code	CAN	Custodial Code
Name of last user of property		Comments	
<b>I certify that:</b> <i>(check one)</i> <input type="checkbox"/> Form NIH 2683, "Certification that Property is Free from Hazards," has been completed and attached to each property item. <input type="checkbox"/> All property items listed are EXEMPT from hazardous clearance procedures since they were not used in laboratory or clinical areas.			
<b>Approval</b> <i>(Signature of Lab or Branch Chief)</i>	Date	<b>Approval</b> <i>(Signature of Lab or Branch Chief)</i>	Date
Signature of Property Custodial Officer	Date	Signature of Property Custodial Officer	Date
ICD Property Representative	Date	ICD Property Representative	Date

[illegible]

Requested Pick-up Date <i>(for large shipments)</i>		Processed by Transportation <i>(employee's name)</i>		Date
Processed by Property Accountability Section, PPB <i>(employee's name)</i>		Date	Processed by Property Utilization Section, PPB <i>(employee's name)</i>	

### **"Condition" Codes**

- 1** Unused -- Good
- 2** Unused -- Fair
- 3** Unused -- Poor
- 4** Used -- Good
- 5** Used - Fair
- 6** Used -- Poor
- 7** Repairs Required (15% of acquisition cost or less)
- 8** Repairs Required (16% to 40% of acquisition cost or less)
- 9** Repairs Required (41% to 65% of acquisition cost or less)
- X** Salvage
- S** Scrap